

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

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|---------------------------------------------------------------|---------------------------------------------|
| WORKING TITLE OF POSITION: Chief Accounting Officer | REPORTING UNIT NUMBER: 273 |
| DIVISION/BRANCH OR CENTER: Administrative Services | LOCATION: Sacramento |
| CLASS TITLE: Accounting Administrator I | POSITION NUMBER: 533-273-4549-001 |
| | EFFECTIVE DATE: 6/12/2006 |

SUPERVISION EXERCISED

| NUMBER | DIRECT SUPERVISION CLASSIFICATION | NUMBER | INDIRECT SUPERVISION CLASSIFICATION |
|--------|-----------------------------------|--------|-------------------------------------|
| 1.0 | Senior Accounting Officer | 1.0 | Accountant Trainee |
| 1.0 | Associate Accounting Analyst | 1.0 | Accountant I |
| 1.0 | Accounting Officer Specialist | 1.0 | Accountant Technician |
| 1.0 | Accountant I | | |
| 2.0 | Accounting Technician | | |

EFFECTIVE ON THE DATE INDICATED, THE EMPLOYEE PERFORMS THE FOLLOWING DUTIES AND RESPONSIBILITIES ASSIGNED TO THE ABOVE POSITION.

| Relative time required) Indicate % | Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary. |
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| | Under the management of the Administrative Services Division Chief (CEA I), the incumbent functions as the Chief Accounting Officer, managing the department's Accounting Office. The Accounting Administrator I is responsible for the following: |
| 30% | Plans, directs, supervises and evaluates the department's complex (Federal Funded, Other Agency Funded Programs, Grants and Collins-Dugan Fund) accounting section according to and in compliance with Federal and State laws, the State Administrative Manual (SAM), Department of Personnel Administration, State Board of Control Rules and Regulations, State Controller's rules, Department of Finance's CALSTARS Manual and department policy and procedures. Advises management of deficiencies. |
| 25% | Provides actual accounting and fiscal information, analysis and data to the senior management team regarding the department's financial status and forecast of both cash and expenditures. Participates in management discussions; provides information regarding reporting requirements and implements accounting processes and procedures for controlling all funds; develops and implements departmental policy relevant to accounting issues regarding expenditures, receivables, revolving fund and other financial areas for procedures which have department-wide implications. Develops, maintains, and reconciles the department's cashflow worksheets which includes identifying, researching and correcting any discrepancies to ensure timely resolution of errors. |
| 20% | Identifies, develops and implements effective and efficient accounting processes ensuring high customer service while in compliance with all controlling and applicable laws, rules and policies. Provides guidance and direction to administrative and field staff, through written procedures, telephone conferences, and on-site visits, regarding accounting principles and procedures with respect to governmental accounting and budgeting and the uniform accounting system used by the State Controller's Office. |
| 15% | Develop, implement, and coordinate the work plan for the Year-End Financial Statement process which includes working with the Associate Accounting Analyst as the primary accounting system liaison with control agencies and with administrative and field staff on system problems relating to maintenance and reporting of accounting records. |
| 10% | Responds to audits conducted by control agencies (state, federal or independent). Responds to management regarding audit findings. Plans, analyzes and reports corrective actions required by audit findings. Initiates and responds to correspondences from internal and external individuals and entities including control agencies. |